



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

WALLA WALLA YMCA POSITION DESCRIPTION

Title: Chief Financial Officer (CFO)

Status: Full Time / Exempt

Reports To: Chief Executive Officer

Salary Range: \$75,000-105,000 Annually DOQ/DOE

Benefits: Medical/Dental/Vision/Rx Insurance, Vacation/Holidays/PTO/Sick Paid Time Off, Retirement Plan, YMCA Household Membership

PURPOSE:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The CFO ensures a system of strong internal controls and fiscal soundness and provides direction and leadership for YMCA finance and business operations. The CFO serves as part of the Y's leadership team.

Key Duties:

1. Manages all financial operation functions for the Y; ensuring that best accounting practices are followed in accordance with the Y's Accounting Policies, GAAS, GAAP, and FASB requirements.
2. Budget preparation and management. Works directly with department heads and CEO in the annual budget process including issuing guidelines and procedures; training staff, reviewing and compiling budgets, and preparing reports for department heads.
3. Monthly Reporting. Responsible for month-end and year-end closings and the preparation of statements and reports for the Board of Directors.
 - o Maintains the accounting and operation systems (Daxko) to accomplish the proper recording and reporting of all operations, transactions, assets and liabilities of the YMCA for all funds.
 - o Reviews and verifies invoices and check requests; sorts, codes and matches invoices and set invoices up for payment. Enters and uploads invoices into Daxko.
 - o Tracks expenses and processes expense reports, prepares and processes electronic transfers and payments.
 - o Coordinates cash flow management and financial planning.
4. Oversee all aspects of accounts payable including vendor setup in accordance with IRS standards; processing and posting payables; preparing check runs; ensuring proper ledger coding; and reconciliation of vendor ledger accounts.
5. Maintains vendor files, corresponds with vendors and responds to inquiries and monitors accounts to ensure payments are up to date and research and resolve invoice discrepancies and issues. Prepares year-end 1096 and 1099 forms.
6. Audit. Manages reporting to third party auditors for the annual independent audit; addresses reports required by audit schedules; uploads data as needed by June 15; supports the CEO in meeting with the Audit Committee of the Board.
7. Serves as the point person for accounting and budget questions. Utilizes financial analyses by program to provide insight into the organization's operations.
8. With HR, ensure third party payroll system (iSolve) setups align with budget and Daxko. Serves as payroll backup for HR and manages in monthly, quarterly, and annual tax filings. Journal monthly entries into Daxko.

9. Oversees and prepares daily cash bags for Membership Services. Audits and reconciles daily cash deposits. Performs monthly reconciliations of all cash management accounts. Arbitrates chargebacks filings.
10. Manages reporting, quarterly and annual distribution calculations, and transfers with the Y's third party financial advisory firm and Endowment. Prepares monthly/annual reconciliation for journal entries.
11. Supports the CEO in monitoring compliance with annual contracts, grants, insurance plans and federal assistance programs. Designs internal controls within the system and procedures to compliance with governing entities.
12. Reconciles all fund accounts. Posts and processes journal entries to ensure all business transactions are recorded. Maintains all journal entry ensuring the trail balance between the four funds balance.
13. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to explain and/or demonstrate possession of the knowledge, skills, and abilities to safely and accurately perform the essential functions of the job.
- Knowledge of internal controls.
- Knowledge of US GAAP, including non-profit accounting concepts, and taxation issues as applicable.
- Hands-on experience with accounting systems.
- Demonstrated skills with Excel and other Microsoft Office programs.
- Strong oral and written communication and collaboration skills.
- Strong attention to detail and problem solving.
- Work Schedule: Monday-Friday with occasional nights and/or weekends to meet project deadlines.

QUALIFICATIONS

- Bachelor's Degree in accounting or related field required.
- CPA Certification – preferred.
- Minimum 4 years' experience, preferably in a multi-disciplinary non-profit environment.
- Progressive experience in non-profit or business accounting and financial roles.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions with reasonable accommodations as may be needed.
- Position requires computer use for extended periods of time and ability to communicate using a computer and phone/smart device.
- The position may entail occasional lifting of up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

EQUAL OPPORTUNITY EMPLOYER: The Walla Walla YMCA is an Equal Opportunity Employer. The Y does not discriminate on the basis of race, creed, religion, color, gender, marital status, age, national origin, or disability, gender (including pregnancy), sexual orientation, gender identity or expression, genetic information, sensory, mental, or physical disability, veteran or military status, religion, the use of a trained dog guide or service animal by a disabled person or other status protected by applicable local, state or federal law.

DISCLAIMER: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The Walla Walla YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "At-Will" and may be terminated at any time by the employee or the employer with or without cause or notice. HR/Feb 2024

The Y: We're for youth development, healthy living, and social responsibility.